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RECORDS SERVICES DIVISION  
GENERAL SERVICES OFFICE

MEMORANDUM FOR: Acting Comptroller  
FROM: Chief, General Services Office  
SUBJECT: Handbook on Financial and Accounting Procedures  
for Property

1. In accordance with the request contained in your memorandum of 27 November 1953, the following comments are submitted on the above procedures:

a. The definition of Commodity Class is equivalent to Family Group (Chapter I - 2.General).

b. Transaction-Analysis Code 83 is included to effect a debit to In Transit stock records. Transaction-Analysis Codes 85 and 75 will also be the medium for debit and credit price adjustments to In Transit stock records. New Transaction-Analysis Codes 72 and 82 should be added to effect debit and credit transactions in order to inventory adjustments of Property In Use records (Chapter VI - Chart 1 - Transaction Analysis Codes).

c. Where multiple document and coding adjustment forms are necessary, only the first master document coding and adjustment form will be coded for Master Control Cards (Page 74 - paragraph 3).

d. The first sentence in paragraph 5, page 76, should be revised to read "A Detail Transaction Card (Card No. 6) will be punched for each coded line item appearing on a respective document." Also, provision should be made that Total Cost of each line item coded or indicated in Direct Shipment documents will be punched in the Extended Value field of Detail Transaction Cards instead of punching the unit price.

e. On page 83, paragraph 9, the Monetary Receipts Register should consist of Transaction Codes 2, 3, 7, 8 and 9 (Direct Shipment Receipt - Expenditure), and the Monetary Issue Register will consist of Transaction Codes 5, 6 and 9 (Direct Shipment Issues - Charged to Cost). Also, it will be necessary in this paragraph to show Destination Location Codes in the Register.

f. On page 84, Acquisition Difference Tabulations will be prepared monthly for other stock records as follows:

- (1) Property in Use - Transaction-Analysis Codes 32, 52, 62 and 92.

(2) Property on Loan - Transaction-Analysis  
Codes 35 and 63.

(3) Property in Transit - Transaction-Analysis  
Codes 73, 74 and 83.

Tabulations will be prepared by subtracting debit transactions at "actual" cost from reproduced debit transactions at average price, and subtracting debit transactions at average cost from reproduced credit transactions at actual cost. Consideration is being given to preparing reports for only those items showing differences in price, in lieu of listing all items regardless of difference.

g. It was agreed that a new format for the report as described on page 87, paragraph 14, will be prepared by  of the Finance Division.

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h. On page 135, paragraph 2, Due In Documents should also be coded for unit price.

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Enclosure  
Handbook on Financial and Accounting  
Procedures for Property

*[Signature]* 14/18/53  
GSO/RSD/LGC:ew (17 Dec. 1953)

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# MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

Attachments Missing